

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

YOUTH SPECIALIST

JOB DESCRIPTION

Employees in this job perform home-life training and therapeutic activities for delinquent or neglected youth in a residential facility. The youth specialist participates in activities involving therapeutic experiences for each youth and performs supportive record-keeping functions.

There are four classifications in this job.

Position Code Title – Youth Specialist-E

Youth Specialist 7

This is the entry level. The employee receives on the job training, attends in-service training programs, and receives close supervision while learning to perform a range of youth specialist assignments.

Youth Specialist 8

This is the intermediate level. The employee works in a developing capacity with increased responsibility for providing a range of youth specialist assignments.

Youth Specialist E9

This is the experienced-level. The employee performs a full range of youth specialist assignments and uses independent judgment in interpreting and applying guidelines to specific situations.

Position Code Title – Youth Specialist-A

Youth Specialist 10

This is the advanced level. The employee consistently performs the most complex, sensitive, and difficult assignments and/or oversees the work of other youth specialists in a lead worker capacity.

NOTE: Employees generally progress through this series to the experienced-level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

YOUTH SPECIALIST

PAGE NO. 2

Serves as a member of a group treatment team with responsibility for the safety, personal conduct, and care of youths, and monitors dormitory activities on a shift.

Provides leadership and maintains discipline of youths.

Provides assistance to youths in solving their personal problems; refers problems to the group in accordance with the principles of group treatment modality.

Provides assistance in controlling disruptive behavior.

Collaborates with other staff in planning for the group or its individual members and participates in making decisions.

Observes and monitors resident behavior and refers acute problems to appropriate counseling staff members.

Keeps other staff informed of conditions known about the group or individuals in the group.

Transports groups to recreation, medical appointments, family visits, court hearings, work assignment, other activities and programs.

Provides dormitory orientation to new residents.

Provides first aid and investigates illness or injury complaints to determine the need for medical services.

Observes group members in recreational activities, at mealtime, and personal grooming activities.

Keeps required patient/resident records and prepares reports.

Conducts inspections, population counts, and security procedures.

Coordinates searches for contraband.

Attends in-service training programs as required.

Prepares written reports and recommendations.

Performs related work appropriate to the classification as assigned.

Additional Job Duties

Youth Specialist 10 (Lead Worker)

Coordinates work by scheduling assignments and overseeing the work of other youth specialists.

Oversees and assures the work quality and quantity for a specific work area by directing the employee's adherence to methods and procedures.

Explains work instructions and adapts, if necessary, pertinent general methods and procedures in order to meet the required needs of a specific youth specialist work area.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is necessary at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of behavior patterns of youth.

Knowledge of methods of modifying behavior.

Knowledge of group dynamics and sensitivity to individual members of the group.

Knowledge of first aide.

Knowledge of youth specialist counseling techniques.

Ability to follow oral and written instructions.

Ability to relate to youth and gain their respect and confidence.

Ability to lead and participate in recreational activities.

Ability to make analyses and judgments concerning the participants in the group.

Ability to recognize emotional and behavioral problems.

Ability to deal with emergencies.

Ability to operate a motor vehicle.

Ability to create and maintain records and write reports.

YOUTH SPECIALIST

PAGE NO. 4

Ability to communicate effectively.

Ability to handle the physical demands of the work including, walking, lifting, and aggressive behavior management practices.

Ability to maintain favorable public relations.

Additional Knowledge, Skills, and Abilities

Youth Specialist 10 (Lead Worker)

Ability to explain instructions and guidelines to others effectively.

Ability to organize and coordinate the work of the unit.

Ability to determine work priorities and assign work to employees.

Working Conditions

Employees are subject to the physical and emotional behavior of the youths.

An employee may be assigned to work on any day of the week on any shift.

Employees are required to participate in in-service training courses and to satisfactorily complete the course work.

Some jobs require an employee to work in a hostile environment.

Some jobs require an employee to work in adversarial situations.

Physical Requirements

Ability to take and pass a pre-employment physical screening test measuring strength, agility and cardiovascular endurance.

Education

Completion of two years of college (60 semester or 90 term credit hours) with a minimum of 15 semester or 23 term credit hours in social welfare, social work, sociology, psychology, family ecology, family and child development counseling and guidance, or criminal justice.

Experience

Youth Specialist 7

No specific type or amount is required.

Youth Specialist 8

One year of experience as a youth specialist.

YOUTH SPECIALIST

PAGE NO. 5

Youth Specialist E9

Two years of experience as a youth specialist.

Youth Specialist 10

Three years of experience as a youth specialist including one year of experience equivalent to the Youth Specialist E9.

Alternate Education and Experience

Four years of experience in the care or supervision of youths in a residential group setting, including two years of experience as a Youth Aide E8, may substitute for the educational requirement.

Special Requirements, Licenses, and Certifications

Any individual with a felony conviction, or who has a pending felony charge is ineligible for consideration for employment.

An applicant (who was not currently employed in a Bureau of Juvenile Justice facility prior to November 1, 2000) who has been convicted of any misdemeanor shall not be eligible for employment until two years subsequent to the completion of any sentence imposed, including probation.

Possession of a valid Drivers License.

Some positions within this class series are assigned job duties that may require possession of the Commercial Driver's License (CDL) issued by the Secretary of State as required by Public Act 346 of 1988 to operate a designated state vehicle.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code
YOUTHSP

Job Code Description
Youth Specialist

Position Title

Position Code

Pay Schedule

Youth Specialist-E

YOUTSPLE

U11-019

Youth Specialist-A

YOUTSPLA

U11-026